



**Minutes of the Planning/General Purposes and Finance committee meeting
held 30 January 2020 in the Small Hall, Worplesdon Memorial Hall,
Perry Hill, Worplesdon at 7.30pm**

25-2020 -Present

Councillors:

Chairman Cllr N Mitchell, Cllr G Adam, Cllr D Bird, Cllr A Creese, Cllr P Cragg, Cllr J Messinger and Cllr T O'Toole.

Officers of the Council:

Mrs G White – Clerk to the Council

Mrs V Fear – Assistant Clerk

Members of the public:

Mr P White, agent for Mr R Kemp, was also present.

26-2020 - To accept apologies and reason for Absence in accordance with the LGA 1972, Sch12, para 40.

None received.

27-2020 - Declaration of Disclosable Pecuniary Interests by Councillors in accordance with The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012. (SI 2012 No. 1464)

No declarations were made.

28-2020 - Declaration of Non-pecuniary interests in accordance with the Council's Code of Conduct

Cllr A Creese declared a non-pecuniary interest in planning application no: [20/P/00062](#) – 15 Douglas Close, Jacobs Well.

29-2020 - Declarations of gifts or hospitality over £25

No declarations were made.

30-2020 - Public participation session

Mr P White addressed the Council about the proposed additional glass house canopy and vegetable shed at Clasford Farm.

The Chairman thanked Mr White for addressing the Council.

31-2020 - Minutes of the previous Planning/General Purposes and Finance Committee meeting

It was proposed Cllr G Adam, seconded Cllr P Cragg and unanimously **RESOLVED** that the minutes of the

Planning/General Purposes and Finance Committee meeting held 21 November 2019 be agreed and signed by the Chairman as a true record.

32-2020 - Planning applications for consideration:

Planning application no: [19/P/02151](#) - 25-27 Slyfield Industrial Estate, Moorfield Road, Guildford, GU1 1RY - Proposed subdivision of existing showroom area to create display space for second brand and extension to mezzanine, internal alterations, partial replacement of external cladding and extended curtain walling, changes to fenestration and parking arrangements.

RESOLVED: Leave to planners.

Planning application no: [19/P/02176](#) - 52 Envis Way, Fairlands, Guildford, GU3 3NJ - Two storey side / single storey rear extensions, conversion of loft space to habitable accommodation, including dormers to front and rear, addition of porch and changes to fenestration, following demolition of existing detached garage.

It was **RESOLVED** that the Parish Council object to this planning application on the following grounds:

- Loss of off-street parking
- The proposed extension would be out of character with the local street scene.

Planning application no: [19/P/02172](#) - Christopher Robin Day Nursery, 63 Wood Street Green, Wood Street Village, Guildford, GU3 3DU - Single storey side extension.

RESOLVED: Leave to planners.

Planning application no: [19/P/02199](#) - 2 Burpham Court Farmhouse, Clay Lane, Jacobs Well, Guildford, GU4 7NA - Single storey extension to main dwelling.

It was **RESOLVED** that the Parish Council object to this planning application on the following grounds:

- Loss of yet another two-bed property from the existing housing stock.

Planning application no: [19/P/02204](#) - Clasford Farm, Aldershot Road, Guildford, GU3 3HQ - The erection of 819m² of horticultural and glasshouse development, water storage tank, landscaping and associated works.

It was **RESOLVED** that the Parish Council support this planning application, including the proposal for electric vehicle charging points.

The Parish Council wishes to request that no work takes place onsite until a Construction Management Plan (CMP) has been approved by Guildford Borough Council. The Parish Council also wishes to request that it is consulted about the CMP prior to approval.

[Mr White left the meeting at 7.50pm.](#)

Planning application no: [19/P/02219](#) – Woody's Restaurant, Merrist Wood College, Coombe Lane, Worplesdon, Guildford, GU3 3PE - Proposed installation of aluminium windows, doors, and curtain walling, and steel plated doors, to replace existing timber and steel units at the Woody's Student Restaurant serving Merrist Wood College.

It was **RESOLVED** that the Parish Council support this planning application, but request that no work takes place onsite until a Construction Management Plan (CMP) has been approved by Guildford Borough Council and that the Parish Council is consulted about the CMP prior to approval.

Planning application no: [20/T/00002](#) - 1 Perry Orchard, Perry Hill, Worplesdon, Guildford, GU3 3RE - T1- Large Lawson Cypress: Fell T2- Lawson Cypress: Fell T3- Lawson Cypress fell.

RESOLVED: Leave to tree officers.

Planning application no: [19/P/02198](#) - 1 Burpham Court Farmhouse, Clay Lane, Jacobs Well, GU4 7NA - Single storey extension to main dwelling.

RESOLVED: Leave to planners.

Planning application no: [20/P/00021](#) - Merrist Wood College, Coombe Lane, Worplesdon, Guildford, GU3 3PE - Replacement of existing corrugated fibre cement cladding & roofing sheets, with metal profiled composite cladding. To landscaping workshop, tractor workshop and countryside & skill centre. Cladding colour will be grey to match roofing already replaced on part of Tractor Workshop.

It was **RESOLVED** that the Parish Council support this planning application, but request a condition be applied ensuring the safe removal, transportation and disposal of the asbestos sheeting.

The Parish Council also requested that no work takes place onsite until a Construction Management Plan (CMP) has been approved by Guildford Borough Council and that the Parish Council is consulted about the CMP prior to approval.

Planning application no: [19/P/02246](#) - Coopers Yard, 195 Frog Grove Lane, Wood Street Village - Outline application (access, layout and scale) with some matters reserved for demolition of existing building on the site and clearance of all storage areas, and erection of 3 No properties.

It was **RESOLVED** that the Parish Council object to this planning application on the following grounds:

- The proposal represents overdevelopment
- Insufficient parking
- Refuse lorries would have to reverse in, as there is insufficient turning space within the proposed development area
- No very special circumstances have been put forward justifying further development within the Green Belt, therefore the proposal represents inappropriate development
- The site is within 5km of Whitmoor Common (SPA/SSSI/LNR), therefore a S106 Agreement would be required towards improvements of the SPA.

Planning application no: [20/P/00062](#) - 15 Douglas Close, Jacobs Well, Guildford, GU4 7PB - Proposed demolition of single storey detached dwelling and construction of replacement two storey detached dwelling.

It was **RESOLVED** that the Parish Council object to this planning application on the following grounds:

- Concerns over vehicles overhanging the footpath when parked on the driveway
- Loss of yet another 2 bed-house from the existing housing stock
- Loss of light to the neighbouring bungalows
- The bulk, scale, size and height of the proposed building is out of keeping with the adjacent street scene
- The proposed building is inappropriate as it would overly dominate the plot representing overdevelopment.

Planning application no: [19/P/02228](#) - Grandview House, 94 Broad Street, Guildford, GU3 3BE - Erection of a replacement building to be used as a home office and gym following the demolition of the existing barn and garage.

RESOLVED: that the Parish Council request the following condition be applied if the planning application is approved:

- The building use must be ancillary to the main dwelling and must not be used as a separate unit of accommodation.

Planning application no: [20/P/00052](#) - Land between Clasford Bridge & Cobbett Close, (formerly part of Merrist Wood College), Cobbett Hill Road, Normandy, GU3 2AA - Proposed change of use of land to provide a single showman yard for the storage of rides and equipment and the stationing of one static mobile home and three touring caravans for residential occupation, with associated hard standing (retrospective), fencing (retrospective) and package treatment plant.

RESOLVED: Leave to planners.

Planning application no: [20/P/00061](#) - 39 The Oval, Wood Street Village, Guildford, GU3 3DL - Erection of a new two bedroom end of terrace house on land adjacent to 39 The Oval, Wood Street Village.

RESOLVED: that the Parish Council object to this planning application on the grounds that the creation of the proposed end of terrace dwelling will exacerbate existing parking in The Oval. If approved, a Construction Management Plan should be implemented to address the difficulties of delivering materials to the site, given there is no vehicular access.

When the Estate was constructed specific open spaces were designed into the area to provide a sense of openness. The loss of the plot would also have a detrimental impact on the openness of the area.

Planning application no: [20/P/00090](#) - 27 Fairlands Road, Fairlands, Guildford, GU3 3JA - Erection of two storey rear and side extension.

RESOLVED: Leave to planners.

Planning application no: [20/P/00056](#) - Hockley Cottage, Aldershot Road, Guildford, GU3 3AA - Demolition of an existing garage and erection of a single storey timber granny annexe for ancillary use to the main dwelling.

RESOLVED: that the Parish Council object to this planning application on the following grounds:

- The annexe is stated as being a granny annexe, however, there is little evidence to suggest that it would be used by an older person (i.e. no disabled bathroom facilities) and there is no justification for the size of the annexe
- The annexe appears to be unduly large, being two-bedroom representing overdevelopment of the site

If approved, the Parish Council wished to request the following condition be applied:

- The building use must be ancillary to the main dwelling and must not be used as a separate unit of accommodation.

The Parish Council would support a 1-bedroom annexe providing there is evidence that it's use would be ancillary to the main dwelling.

For information only:

Planning appeal submitted: 19/P/01467 - The Retreat, 38 Wood Street Green, Wood Street Village, Guildford, GU3 3EU - Erection of a first-floor extension.

33-2020 - Invoices for payment

It was proposed Cllr G Adam, seconded Cllr A Creese and unanimously **RESOLVED** that payments to the value of £12,021.58 be approved and signed off by Cllr D Bird and Cllr J Messinger.

Payment list 30 January 2020

Date	Description	Supplier	Net	VAT	Total	Code
03/12/2019	Electricity bill - Perry Hill Green	British Gas	24.24	1.21	25.45	Christmas trees/lights WS, Perry Hill
05/12/2019	Tree inspection training course	LANTRA	264.00	0.00	264.00	Training
10/12/2019	Bristle broom for Groundstaff	Amazon	7.08	1.42	8.50	Establishment Charges
12/12/2019	Dustpan and brushes for office and groundstaff use	Amazon	18.12	3.62	21.74	Establishment Charges
16/12/2019	Ratchet strap with hooks	Screwfix	16.66	3.33	19.99	Revenue Works vehicle
17/12/2019	Subscription	Adobe	12.64	2.53	15.17	IT budget
18/12/2019	Postage	Post Office Ltd	61.00	0.00	61.00	Establishment Charges
20/12/2019	Electricity bill - Perry Hill Green	British Gas	8.09	0.40	8.49	Christmas trees/lights WS, Perry Hill
14/01/2020	Padlocks for VAS	PayPal	20.36	0.00	20.36	Establishment Charges
15/01/2020	WD40	B&Q	7.94	0.00	7.94	Establishment Charges
16/01/2020	External back-up	RISC Group	32.09	6.42	38.51	Establishment Charges
16/01/2020	Tennis court income	Mr T Astley	83.25	0.00	83.25	Tennis Court Income
17/01/2020	Key fobs and key identification tags	Guildford Cobblers	8.50	0.00	8.50	Establishment Charges
17/01/2020	Drill and tool bag for the Groundstaff	B&Q	125.83	25.17	151.00	Land Management
17/01/2020	Heavy duty post rammer	Amazon	27.49	5.50	32.99	Land Management
17/01/2020	Subscription	Adobe	12.64	2.53	15.17	IT budget
20/01/2020	Tools for Groundstaff	Screwfix	161.62	32.30	193.92	Land Management
20/01/2020	Chestnut fence posts and galvanised staples	AVS Fencing Supplies Ltd	52.71	10.54	63.25	Land Management
21/01/2020	Electricity bill - Perry Hill Green	British Gas	66.40	3.32	69.72	Establishment Charges
22/01/2020	Car wash/fuel/fees	Allstar Fuel	40.97	8.19	49.16	Revenue Works vehicle
22/01/2020	PAYE/NIC, Er's pen. conts, Er's NI, Salaries, mileage	Staff costs	9,364.16	0.00	9,364.16	Salaries
22/01/2020	Membership	SLCC	309.00	0.00	309.00	Establishment Charges
23/01/2020	Tools for Groundstaff	B&Q	56.64	0.00	56.64	Land Management
23/01/2020	Window cleaning - parish office inside/out	Trevor Porter Window Cleaning Service	20.00	4.00	24.00	Parish Office
23/01/2020	Membership	SLCC	202.00	0.00	202.00	Establishment Charges
25/01/2020	Special delivery post	Mrs V C Fear	6.60	0.00	6.60	Establishment Charges
27/01/2020	Stationery	Caboodle	65.40	13.08	78.48	Establishment Charges
27/01/2020	2nd class stamps	Caboodle	61.00	0.00	61.00	Establishment Charges
29/01/2020	Stationery	Amazon	4.99	0.00	4.99	Establishment Charges
30/01/2020	Broad band/land line/phone calls & one-off charge	BT PLC	404.10	80.82	484.92	Establishment Charges
30/01/2020	Broad band/land line/phone calls & one-off charge	BT PLC	226.40	45.28	271.68	Establishment Charges
Total			11,771.92	249.66	12,021.58	

34-2020 - Land Management/Health and Safety Inspection Report

The Assistant Clerk had prepared the Land Management/Health and Safety Inspection Report, which had been emailed to all members via email a week before the meeting.

It was proposed Cllr P Cragg, seconded Cllr T O'Toole and unanimously **RESOLVED** that the report be approved and accepted.

Appendix 1 - Land Management and Health and Safety Report

35-2020 - Jacobs Well May Day Fayre – Sunday 3 May 2020

Cllr Creese enquired whether the parish council wish to have a stall at the Jacobs Well May Day Fayre.

Discussion took place, after which it was agreed that to maintain the Council's profile, and in a bid to attract a new councillor for the Jacobs Well ward Cllr Creese and Cllr Messinger would be willing to man a stall at the May Day Fayre.

The display from the Wood Street Village show is still on the Council's display stand. The Groundstaff could assist by taking the display stand to Cllr Creese a few days before the event. Merchandise is still available for sale or to give away.

Due to the current workload and as the event being held on a Sunday (outside the staff's core working hours), the admin staff would not be involved with this project. Cllr Creese agreed to take the lead on this project.

36-2020 - White House pond – long-term maintenance

The Clerk had approached the County Council to extend the licence to maintain White House pond and advised that a favourable response had been received. A site meeting had also been held with the developer at which the Clerk and Cllr Creese had been present.

Quotations are being sought from three ecology companies for a Great Crest Newt survey and a ten-year maintenance programme report to enable appropriate budgets to be set should the project be approved by the Parish Council.

Cllr Creese had offered to call a meeting with local residents and the JWRA to establish what local residents would like to see happen to the pond, bearing in mind the Parish Council has a Biodiversity duty to ensure the pond is maintained as a wildlife pond, not as an ornamental pond.

37-2020 - Surrey Pension Fund – Revised Pension Administration Strategy Consultation

It was agreed the following responses by sent to Surrey County Council:

Pension Administration Strategy:

1. Page 11 – The following bullet point doesn't make sense "Regulation 60 requires each employing authority to publish its discretion on." Should this mean "publish its discretionary arrangements on"?
2. There is a general lack of consistency throughout the document with regards to the use of punctuation.

Results of the Triennial Actuarial Valuation

1. Worplesdon Parish Council wishes to express its disappointment that the employer's pension contribution rates were announced after the precept has been set for the year 2020/2021. In future, it would be appreciated if the Actuarial Valuation results could be provided eight weeks earlier to enable the budgets to be accurately set.
2. Additionally, it would be appreciated if the consultation period could be extended. Due to the schedule of meetings held by the Parish Council the earliest this matter could be considered was at last night's committee meeting given very little time for Members to consider the matter.

38-2020 - Dashcams for works van

Cllr Messinger tabled a proposal to purchase forward and rear facing dashcams to be fitted to the new works vehicle for the following reasons:

- Safety of the staff
- Recording of unexpected occurrences or violence towards the staff
- Capturing accident/incidents/dangerous driving by other motorists
- Can activate GIS tracking if the vehicle is stolen
- In the event of an accident the passive response would kick in and record, which could help in the event of an insurance claim
- Evidence in the event of an insurance claim (i.e. crash for cash)

Following discussion, it was proposed Cllr P Cragg, seconded Cllr J Messinger and agreed that forward and rear facing dash cams be purchased and fitted by Halfords. Maximum cost £310 & VAT.

A vote took place: Result of the vote – 4 in favour, Cllr A Creese, Cllr G Adam and Cllr N Mitchell voted against.

Power to spend: LGA 1972 s111

39-2020 - Draft Strategic Development Framework (SDF) Supplementary Planning Document (SPD)

A public consultation is being undertaken by Guildford Borough Council between Monday 20 January to midday Monday 24 February 2020. The SDF SPD provides detailed formal guidance to assist future master planning, planning and development of the following strategic sites:

Weyside Urban Village (former Slyfield Area Regeneration Project);
Gosden Hill Farm;
Blackwell Farm;
Land to the South of Ash and Tongham; and
Former Wisley airfield.

“The sites are already allocated in the recently adopted Local Plan: strategy and sites. The principle and scale of development is therefore already established and the SDF SPD provides further detail to the requirements in the adopted plan. The SDF SPD will contribute towards achieving the requirement for high quality design and placemaking, ensuring the long-term delivery of sustainable communities and associated supporting infrastructure.

Comment on the draft SPD may be made via the borough council’s website:

<https://guildford.inconsult.uk/consult.ti/SDFSPD/consultationHome>. Please ensure that you use the ‘Online comments form’ to respond to the consultation.

Alternatively, you can email planningpolicy@guildford.gov.uk, or by write to: Planning Policy, Guildford Borough Council, Millmead House, Millmead, Guildford, Surrey, GU2 4BB.”

The Clerk had read the consultation documents and had prepared two documents for the Members consideration. These had been circulated by email shortly before the meeting.

It was agreed that Members should read the SPD consultation documents in conjunction with the Clerk’s reports. As the consultation deadline is not until the 24 February, this item was deferred until the full council meeting to be held on 20 February 2020, to give councillors sufficient time to read all the documents.

40-2020 - Mayor’s Award for Service to the Community

All nominations must be submitted to Guildford Borough Council by 3 February 2020.

41-2020 - Grass cutting tender

The Clerk had drafted the two-year tender document which had been issued to all Members via email in advance of the meeting. The Clerk advised that two very minor changes were required. The proposed changes were duly agreed.

The Clerk advised that she was still working on measuring the grass verges across the parish. This work is to be completed by Thursday 6 February after which the tender document would be added to the Council's website and would be issued to various contractors who have expressed an interest in tendering for the work.

For information only:

42-2020 - Surrey County Council (SCC) – Working Together to Safeguard Children 2018

An individually addressed letter had been issued by SCC to all parish councillors encouraging them to consider safeguarding matters wherever possible.

43-2020 - Electoral Register (use by councillors)

Councillors were reminded of the very strict rules governing the use of the electoral roll for their ward. The Clerk read out the restrictions regarding use of the Electoral Register to the meeting.

44-2020 - Certification in Local Council Administration (CILCA) – Assistant Clerk

The Assistant Clerk is to commence her CILCA training on 4 February 2020. The course must be completed within a year from the date of commencement. Study leave to be considered by the Staffing Committee at the next Staffing Committee to be held in March 2020.

45-2020 - Highway issue - The Royal Oak, Wood Street Village

Motorists are using the car park belonging to the Royal Oak public house as a short cut into The Oval, which is causing a hazard to pedestrians. A site meeting is being held with the publican and Surrey County Council on 4 February 2020 to see what, if anything, can be done to resolve this issue.

The Clerk had proposed installing recycled plastic planters - to be placed on the boundary of the Royal Oak's frontage/parking area and the edge of the pavement. The costs to be met by the publican and/or the County Council.

46-2020 - Replacement notice board – Perry Hill Green

The replacement noticeboard has been ordered and will be installed as soon as practicable.

47-2020 - Guildford Borough Council – [Making Guildford Smarter – Innovation Strategy 2019/2020](#)

A copy of the strategy has been received and issued to all Members via email for information only.

48-2020 - Date of next Planning/General Purposes and Finance Committee meeting: 12 March 2020.

Meeting closed 9.28pm.

Approved by the Planning/General Purposes and Finance Committee – 12 March 2020

Signed:

Chairman of the Planning/General Purposes and Finance Committee
12 March 2020